

**UNITED STATES COURT OF APPEALS  
ELEVENTH CIRCUIT**

<b>Position Title:</b>	<b>ASSISTANT SECRETARY (PART-TIME) TO UNITED STATES CIRCUIT JUDGE</b>
<b>Opening Date:</b>	<b>August 6, 2004</b>
<b>Closing Date:</b>	<b>August 20, 2004 (or until filled)</b>
<b>Part-Time Salary Range (JSP 10):</b>	<b>\$22,620 - \$29,400 per annum</b>

The United States Court of Appeals for the Eleventh Circuit has a position open for a part-time **Assistant Secretary to a Circuit Judge** in Atlanta, Georgia. Hours 8:00 a.m. to 12:00 p.m. (firm starting time); 20 hrs per week maximum. Applications are being accepted through **August 20, 2004**, or until the position is filled. A cover letter with resume should be submitted to:

Cheryl Vessels  
Human Resources Manager  
United States Eleventh Judicial Circuit  
56 Forsyth Street, NW  
Atlanta, Georgia 30303

**REQUIREMENTS:** The assistant secretary performs secretarial/administrative duties with the Court of Appeals which require the highest level of quality. Ability to work independently, strong organizational skills and attention to detail, superior knowledge of English grammar, knowledge of Windows XP, enhanced word processing skills (WP 11 preferred), typing at 85 wpm, and legal experience are desirable.

**SPECIALIZED EXPERIENCE:** Progressively responsible secretarial experience which provided exposure to law-related matters (such as might be found in a law, insurance, or real estate office).

**GENERAL EXPERIENCE:** Responsible secretarial or administrative experience which provided knowledge of office clerical practices such as filing, telephone protocol, word processing (preferably WordPerfect), record keeping, sorting and distributing mail.

**EDUCATIONAL SUBSTITUTIONS:** education in a college, university or secretarial school of recognized standing may be substituted for a maximum of one year of the general experience on the basis of 30 semester (45 quarter) hours equal nine months of experience.

A bachelor's degree from a college or university of recognized standing may be substituted for two years of general experience. Preferably, such degree should have included courses in law, government, public or business administration or related fields.

Education in a legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours) equals one year of experience. Less than on full year of study will be credited on a pro-rata basis.

## **EMPLOYEE BENEFITS**

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

<b>PAID VACATIONS</b>	4- to 8-hour accrual per 80 hours worked, depending on length of federal service.
<b>PAID HOLIDAYS</b>	10 days per year.
<b>SICK LEAVE</b>	4-hour accrual per 80 hours worked.
<b>HEALTH INSURANCE</b>	Employees may participate in the Federal Employees Health Benefits Program, and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
<b>LIFE INSURANCE</b>	Employees may participate in the Federal Employees Group Life Insurance Program.
<b>FLEXIBLE BENEFITS</b>	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
<b>LONG-TERM CARE INSURANCE</b>	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
<b>WITHIN-GRADE SALARY INCREASES</b>	Within each salary level (grade) there are 10 "steps." Based upon performance, employees are eligible for annual step increases through step 3, increases every 2 years through step 6, and increases every 3 years through step 10.
<b>TIME IN SERVICE</b>	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
<b>RETIREMENT</b>	Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

**THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS**